



City & Guilds Level 2 Certificate of Competence in Arboricultural Ground Worker (0039-24)

August 2022 Version 1.1

Assessment Pack – Centre and Candidate Version

Version and date	Change detail	Section
1.0	First version	
1.1 August 2022	Formatting changes Updated logo Updated 'Sources of general information'	Throughout Front cover Appendix 2

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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for unit 205 Arboricultural Ground Worker covering the following learning outcomes:

1. Carry out arboricultural ground worker tasks

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site www.nptc.org.uk

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment. The number of outcomes is listed above, these must be ticked into the relevant met or not met sections of the ROA.

ARAS Forms

An Assessment Result Advice Slip (ARAS form) must be completed by the assessor following an assessment. The ARAS is not a certificate but, based on the evidence of the candidate's performance, is a recommendation to City & Guilds that the candidate is either met or not met the assessment criteria. All feedback is to be recorded by the assessor on the feedback section of the ARAS form.

Assessment Time

The expected assessment time for this qualification is 1 – 2 hours.

Site/workshop requirements:

Site with sufficient space

Tree/s suitable for climbing and branch section removal

Equipment/Machinery:

LOLER compliant climbing equipment with documented evidence, for the Candidate and the Assessor

LOLER compliant rigging equipment

Top handled or rear handled Chainsaw (maximum guide bar 15 inch) with maintenance tools and lanyard

Handsaw

First aid kit

Consumables:

Fuel and chainsaw oil

This is not an open book assessment, however additional technical information may be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

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Activity number and description from check list		Assessment criteria
1.	Explain the risk assessment process	<p>The risk assessment process may contain the following five steps:</p> <ul style="list-style-type: none"> • identify the hazards • decide who might be harmed and how • evaluate the risks and decide on precautions • record the findings and implement them • review and update the assessment as necessary
2.	Identify the hazards, risks and controls associated with the site, task and machine	Identify hazards, risks and controls relevant to the site task and machine
3.	Outline emergency planning relevant to the working area	<p>Emergency planning relevant to a work site may include:</p> <ul style="list-style-type: none"> • site location • grid reference • what three words • designated meeting place • nearest access point • street name/district • type of access (public road/light vehicles, four-wheel drive) • suitable helicopter landing area • phone number of nearest doctors • location of nearest accident and emergency hospital and phone number • works manager contact details • your own contact number/mobile number • other
4.	<p>Outline responsibilities as an operator under the following Health and safety at work act</p> <p>Provision and use of work equipment regulations (PUWER)</p>	<p>Outline key points from the legislation and industry good practice listed below:</p> <p>Health and Safety at Work Act (HASWA):</p> <ul style="list-style-type: none"> • follow training received • take reasonable care of their own and other people's safety • other <p>Provision and Use of Work Equipment Regulations (PUWER):</p> <ul style="list-style-type: none"> • equipment is maintained • equipment is fit for purpose • other

5.	State providers of industry good practice	Providers of industry good practice may be: <ul style="list-style-type: none"> • Forest Industry Safety Accord (FISA) • Regional forestry bodies • Arboricultural Forestry Advisory Group (AFAG) • Arboricultural Association (AA) • Other
6.	State on site arboricultural groundworkers roles and responsibilities	On site arboricultural groundworkers roles and responsibilities may include: <ul style="list-style-type: none"> • site set-up • dealing with third parties • fuelling equipment • maintaining site safety • providing support to aerial operators • managing climbing/rigging lines • clearing arisings • site breakdown • other
7.	Discuss site zoning in relation to on site preparation	Work site layout factors to consider may include: <ul style="list-style-type: none"> • work zone: an area where hazards may be encountered • drop zone: an area where it is anticipated materials may fall • exclusion zone: the overall operational area • other
8.	State how to enter the drop zone safely and effectively	How to enter the drop zone safely may include: <ul style="list-style-type: none"> • hazard evaluation of drop zone • wearing correct PPE • clear communication established with the climber • only enter the drop zone when provided with an all clear • communication maintained throughout • other
9.	State why aerial operators require support	Why aerial operators require support may include: <ul style="list-style-type: none"> • maintain a safe work environment • provide necessary tools and equipment as required • allow for effective use of time and resources • conform to good practice • other

10.	Explain why it is important to inform the aerial operator promptly and clearly of any changes in the hazards and risks of the site	The importance of informing the aerial operator promptly of changes may include: <ul style="list-style-type: none"> • to help prevent injury • to help prevent damage to persons or property • may affect the sequence of work • other
11.	Prepare equipment for use	Preparation of equipment for use may include: <ul style="list-style-type: none"> • fuelling • pre-use inspection • inspection of lanyard attachment
12.	State considerations for correct set-up and removal of ladders	Considerations for correct set-up of ladders maybe: <ul style="list-style-type: none"> • must be rated for industrial or heavy-duty use • inspected before use • safe appropriate angle • safe footing • correct overlap • use of stabilisation devices if applicable • removed safely to prevent damage
13.	Describe how to safely pass and retrieve equipment to the aerial operator	Safely passing equipment to the aerial operator may include: <ul style="list-style-type: none"> • only enter the drop zone when given all clear by the aerial operator • appropriate knot/hitch tied into aerial operator's line • separate hauling line • other Safely retrieving equipment from the aerial operator may include: <ul style="list-style-type: none"> • aerial operator sends a loop of rope from the climbing hitch system down to the ground • lowered on tail end of climbing line/hauling line • other

14.	Pass and retrieve equipment to and from the aerial operator	<p>Equipment is passed to and retrieved from the aerial operator:</p> <p>Passing</p> <ul style="list-style-type: none"> • ensure drop zone is safe to enter • equipment is appropriately attached to the climbing /hauling line • the ground person communicates to the aerial operator that the equipment is ready to ascend the tree • ground person leaves the drop zone <p>Retrieving</p> <ul style="list-style-type: none"> • ensure drop zone is safe to enter • equipment is unattached from the climbing / hauling line • the ground person communicates to the aerial operator that the equipment has been removed • ground person leaves the drop zone
15.	Set-up a ground based lowering device	<p>Set-up of ground based lowering device may include:</p> <ul style="list-style-type: none"> • appropriate use of PPE • clear ground around tree • clear stem of tree • inspection of stem for rot/decay • correct placement of slings/strops • correct attachment of lowering device • correct configuration of rigging line • safe position of ground person to facilitate lowering • other
16.	Explain how to lower tree sections safely	<p>Use of equipment for lowering may include:</p> <ul style="list-style-type: none"> • appropriate lowering device set up • operated under the direction of the climber • branch material is cut and lowered to the ground using friction to control the speed of descent • awareness of any obstacles or obstructions • confirm with climber the drop zone is safe to enter • enter drop zone • remove rigging line • haul line back up to climber • re-set rigging line at lowering device • clear arisings • other

17.	State why it is important to remove arisings from the drop zone as soon as it is safe to do so	The importance of removing arisings from the drop zone may include: <ul style="list-style-type: none"> • prevent entanglement of ropes • prevent entanglement of arisings • reduce slip and trip hazards • allows for clear workspace to be maintained • provides efficiency to the task • other
18.	Enter the drop zone safely and effectively	Entering the drop zone should include: <ul style="list-style-type: none"> • hazard evaluation of drop zone • correct PPE worn • clear communication established with the climber • only enters the drop zone when provided with an all clear • communication maintained throughout • other
19.	Describe the correct methods for disposing of waste	Disposal of waste from workplace activities may include: <ul style="list-style-type: none"> • use of designated waste/recycle bins • empty containers removed from site • litter taken home with operators • other
20.	Clean and tidy working area	A clean and tidy working area as per site specification.
21.	Dispose of waste safely in line with legislation	All waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements
22.	Used appropriate tools, equipment and personal protective equipment (PPE)	All tools, equipment and personal protective equipment is used in line with industry good practice
23.	Carried out work to minimise environmental damage	It is ensured that any possible environmental damage is minimised at all times
24.	Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	All activities must be completed in a way which protects the operator and those around them

Appendix 1 Practical Table

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All criteria must be achieved.

Activity number and description	Achieved
1. Explain the risk assessment process	
2. Identify the hazards, risks and controls associated with the site, task and machine	
3. Outline emergency planning relevant to the working area	
4. Outline responsibilities as an operator under the Health and Safety at Work Act and Provision and Use of Work Equipment Regulations (PUWER)	
5. State providers of industry good practice	
6. State on site arboricultural groundworkers roles and responsibilities	
7. Discuss site zoning in relation to on site preparation	
8. State how to enter the drop zone safely and effectively	
9. State why aerial operators require support	
10. Explain why it is important to inform the aerial operator promptly and clearly of any changes in the hazards and risks of the site	
11. Prepare equipment for use	
12. State considerations for correct set-up and removal of ladders	
13. Describe how to safely pass and retrieve equipment to the aerial operator	
14. Pass and retrieve equipment to and from the aerial operator	
15. Set-up a ground based lowering device	
16. Explain how to lower tree sections safely	
17. State why it is important to remove arisings from the drop zone as soon as it is safe to do so	
18. Enter the drop zone safely and effectively	
19. Describe the correct methods for disposing of waste	
20. Clean and tidy working area	
21. Dispose of waste safely in line with legislation	
22. Used appropriate tools, equipment and personal protective equipment (PPE)	
23. Carried out work to minimise environmental damage	
24. Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to the *Centre Document Library* on www.cityandguilds.com or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The *Centre Document Library* also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

Please visit the Contact Us section of the City & Guilds website, *Contact us*

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